8.0

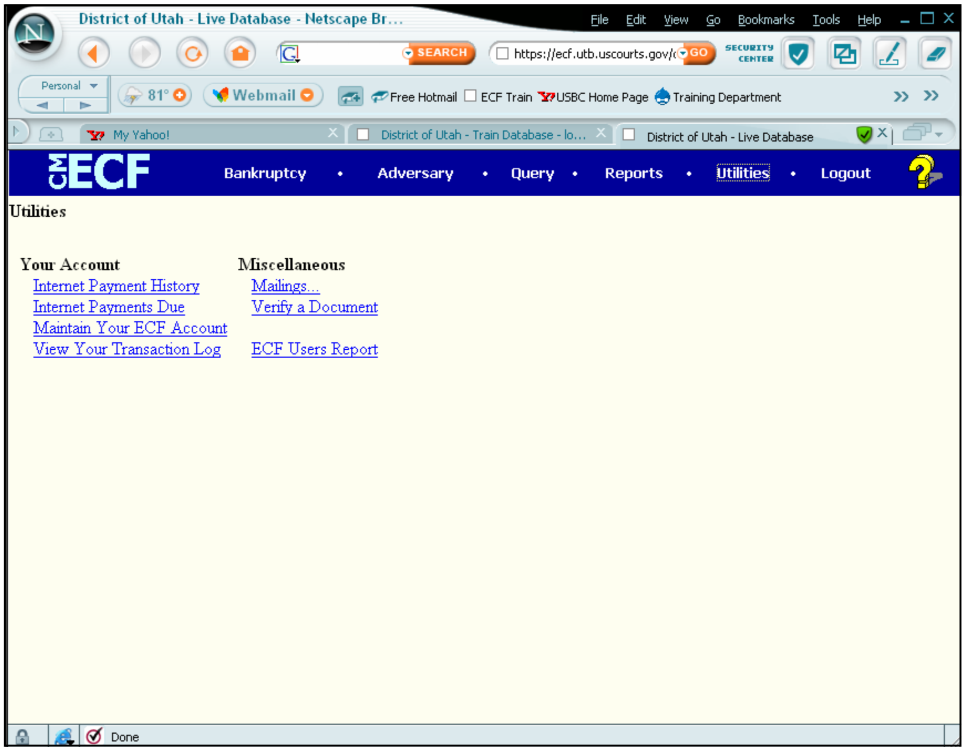
ECF Utilities

The Utilities menu option provides utilities to maintain accounts, update recipient email addresses, obtain internet payment information, make online payments and view recipient mailing lists by case. Users should review these reports periodically to fully utilize the system.

A Legal Research link is also provided for convenient Westlaw access and the Verify a Document option is under the Utilities menu to allow for document authentication.

This chapter will cover

1. Internet Payments Due
2. Internet Payment History
3. Maintaining ECF User Account
4. Transaction Log
5. Recipient Mailing List by Case
6. ECF Users Report


District of Utah - Live Database - Netscape Br...
File Edit View Go Bookmarks Tools Help
SEARCH
https://ecf.utb.uscourts.gov/
GO
Free Hotmail
ECF Train
USBC Home Page
Training Department
My Yahoo!
District of Utah - Train Database - lo...
District of Utah - Live Database
CM ECF
Bankruptcy
Adversary
Query
Reports
Utilities
Logout
Utilities
Your Account
Internet Payment History
Internet Payments Due
Maintain Your ECF Account
View Your Transaction Log
Miscellaneous
Mailings...
Verify a Document
ECF Users Report
Done

8.1

Internet Payments Due

All fees accrued for fee events within ECF, such as an amended matrix or a voluntary petition, those fees will be paid over the internet using a credit card. All payments are made to the U.S. Treasury and not directly to the court.

The court has allowed you as an ECF filer a 24-hour grace period in which to pay your fees on line. For every eight-hours that you do not pay your fees, you will receive an email reminding you that you need to pay your fees. At the end of the 24-hour period, your ECF account will be locked, and the only item that is accessible will be the Internet Payments Due hyperlink. Once the delinquent fees are paid, your ECF account will be unlocked and you can then use the system normally. With that said, the court does request that you pay all the accrued fees before the end of the day (midnight). That way, today's fees aren't carried over into tomorrow's books.

The following credit cards are accepted:

- Visa
- MasterCard
- Discover
- American Express
- Diner's Club

Browser Limitation

There is a browser limitation for using Pay.gov (the Internet payment system). You must be using Internet Explorer 5.5 or higher, or Netscape 7.x and higher.

Pop-Up Blockers

The fee payment window shows up as a pop-up window. You must set the ECF site as a safe site for your browsers. This is done differently depending on the browser you are using. Most browsers will block the pop-ups by default, and will notify you when an ad (pop-up) has been blocked. You will need to experiment with your browser to determine how to configure your browser.

If you are using a firewall and that firewall has a pop-up blocker feature active, again, look at whatever documentation that came with your firewall to allow the ECF system to present pop-up windows.

Reference:

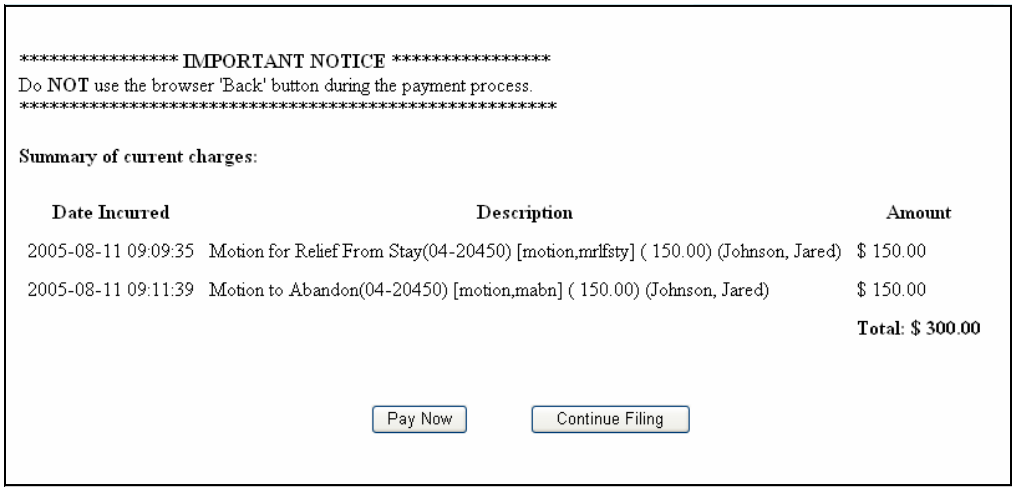
- **Section 8.2 Internet Payment History**

Upon successful submission of a docket entry requiring a filing fee payment, such as a new case, amended schedules or a motion for relief, the filer will be offered the option to pay the filing fee at that point or continue filing documents and pay a short time later. Figure 1 demonstrates the screen that will appear when fees are due.

Select [Pay Now] or [Continue Filing].

Pay Now

- If you select [Pay Now], the screen in Figure 2 will appear.
- Enter your credit card information and click on [Continue].
- You will get a Payment Summary and Authorization screen (figure 3). Place a checkmark in the authorization box. If you want an email to receive a confirmation receipt, enter your email address. Click on [Make Payment] when you are done.

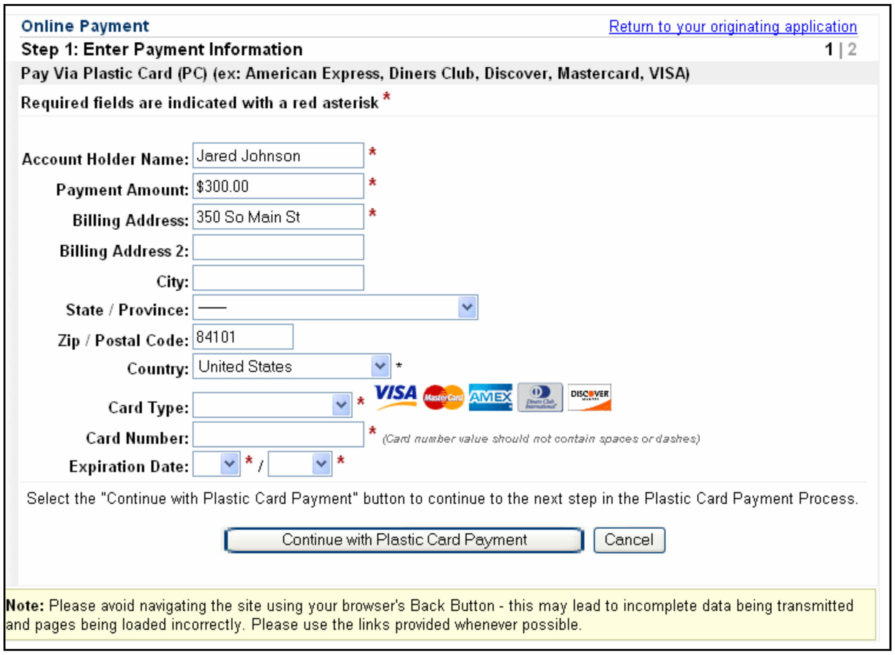


**************** IMPORTANT NOTICE ****************
Do NOT use the browser 'Back' button during the payment process.
****

Summary of current charges:

Date Incurred	Description	Amount
2005-08-11 09:09:35	Motion for Relief From Stay(04-20450) [motion,mrlfsty] (150.00) (Johnson, Jared)	$ 150.00
2005-08-11 09:11:39	Motion to Abandon(04-20450) [motion,mabn] (150.00) (Johnson, Jared)	$ 150.00
		Total: $ 300.00

Figure 1



Online Payment Return to your originating application

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

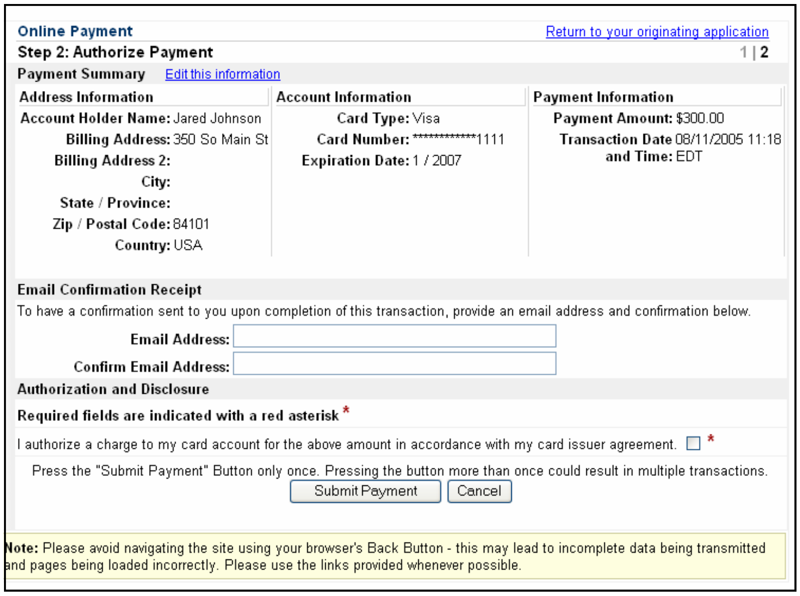
Required fields are indicated with a red asterisk *

Account Holder Name: Jared Johnson *
Payment Amount: $300.00 *
Billing Address: 350 So Main St *
Billing Address 2:
City:
State / Province: ——
Zip / Postal Code: 84101
Country: United States *
Card Type: *
Card Number: * (Card number value should not contain spaces or dashes)
Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 2



Online Payment Return to your originating application

Step 2: Authorize Payment 1 | 2

Payment Summary Edit this information

Address Information	Account Information	Payment Information
Account Holder Name: Jared Johnson Billing Address: 350 So Main St Billing Address 2: City: State / Province: Zip / Postal Code: 84101 Country: USA	Card Type: Visa Card Number: ************1111 Expiration Date: 1 / 2007	Payment Amount: $300.00 Transaction Date and Time: 08/11/2005 11:18 EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Confirm Email Address:

Authorization and Disclosure

Required fields are indicated with a red asterisk *

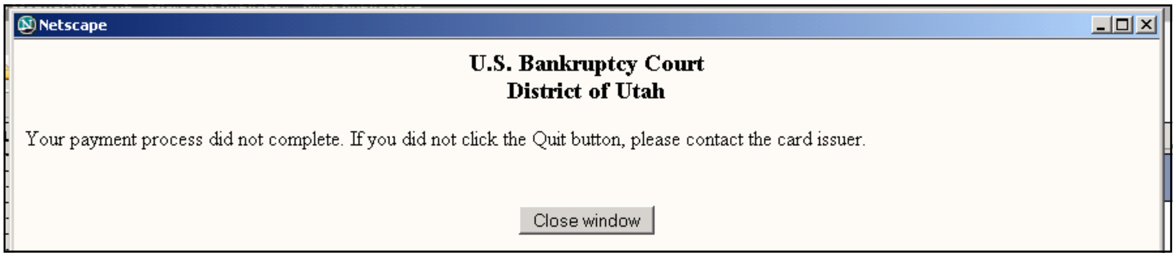
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 3

Section 8.1: Internet Credit Card Processing (Internet Payments Due)



U.S. Bankruptcy Court
District of Utah

Your payment process did not complete. If you did not click the Quit button, please contact the card issuer.

Confirmation screen that payment has been received.

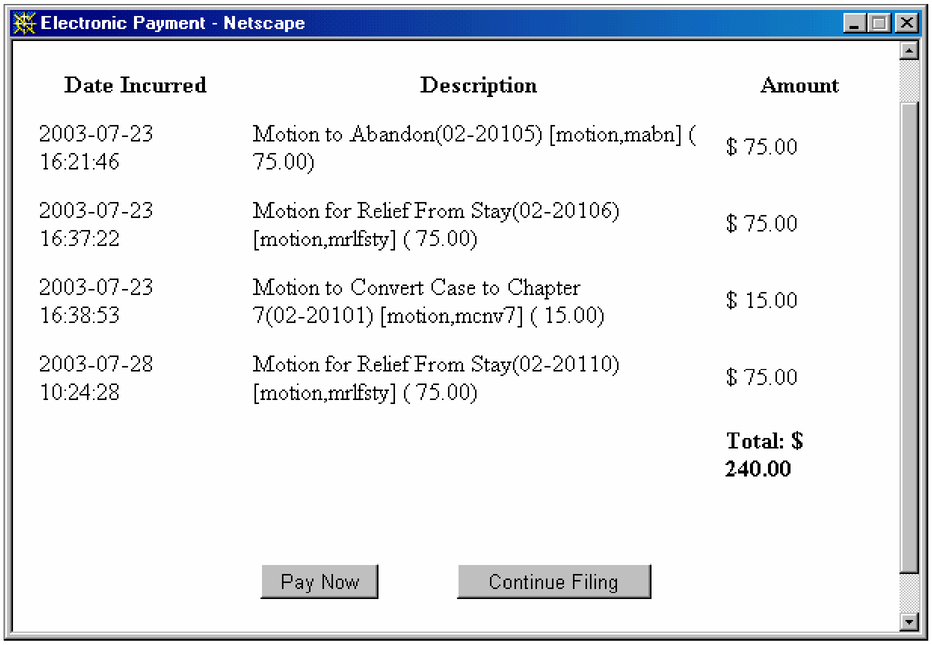
Continue Filing

- If you select [Continue Filing], the screen in Figure 1 will continue to appear upon completion of every docket entry, including those that do not require a fee, until the fees have been paid.
- The screen that appears will continue to accrue charges in all cases as seen in Figure 4.

Authorization Failure or Denial

- Users will be allowed three attempts to pay before receiving a failed transaction notice.
- The on-line payment program includes address verification. The address of the registered user will be verified against the address of the card holder. If they do not match you may receive a failure notice.
- If a failure notice is displayed, users should first contact the credit card service center to verify credit limits, payments or address information.

***Users are strongly encouraged to pay fees by the end of the day the fee event was filed**. If fee events are entered and not paid on Friday, a lockout will occur over the weekend.*



Date Incurred	Description	Amount
2003-07-23 16:21:46	Motion to Abandon(02-20105) [motion,mabn] (75.00)	$ 75.00
2003-07-23 16:37:22	Motion for Relief From Stay(02-20106) [motion,mrlfsty] (75.00)	$ 75.00
2003-07-23 16:38:53	Motion to Convert Case to Chapter 7(02-20101) [motion,mcnv7] (15.00)	$ 15.00
2003-07-28 10:24:28	Motion for Relief From Stay(02-20110) [motion,mrlfsty] (75.00)	$ 75.00
		Total: $ 240.00

Figure 4

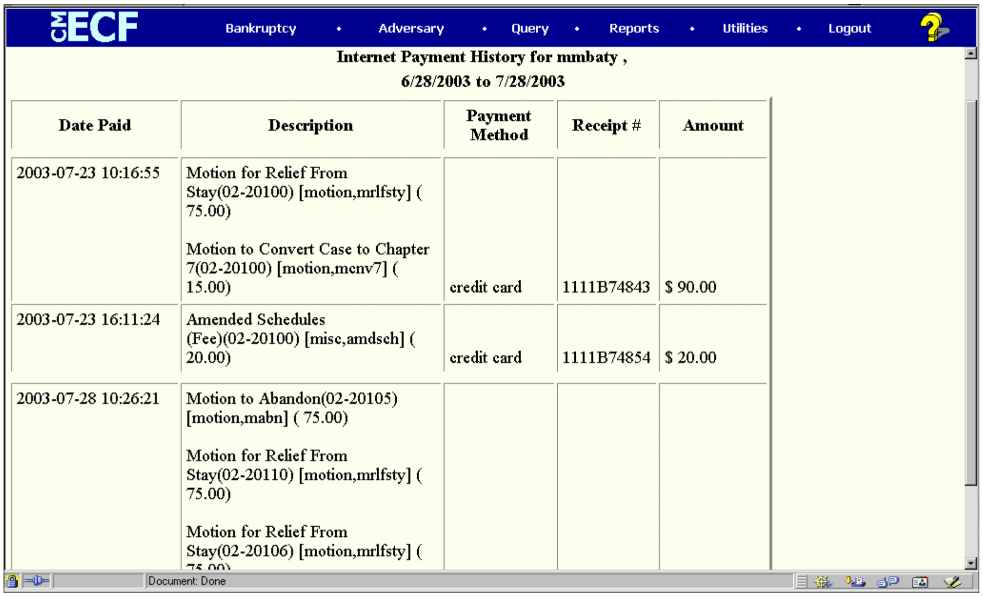
8.2

Internet Payment History

Figure 1 below is an example of the Internet Payment History report. The report will display a full accounting of online payments for the user according to the dates you specify. The default setting for the report is one month from the date that you open the history window.

Reference:

- **Section 7.1 Internet Credit Card Processing (Internet Payments Due)**



Internet Payment History for mmbaty ,
6/28/2003 to 7/28/2003

Date Paid	Description	Payment Method	Receipt #	Amount
2003-07-23 10:16:55	Motion for Relief From Stay(02-20100) [motion,mrlfsty] (75.00) Motion to Convert Case to Chapter 7(02-20100) [motion,mcnv7] (15.00)	credit card	1111B74843	$ 90.00
2003-07-23 16:11:24	Amended Schedules (Fee)(02-20100) [misc,amdsch] (20.00)	credit card	1111B74854	$ 20.00
2003-07-28 10:26:21	Motion to Abandon(02-20105) [motion,mabn] (75.00) Motion for Relief From Stay(02-20110) [motion,mrlfsty] (75.00) Motion for Relief From Stay(02-20106) [motion,mrlfsty] (75.00)			

Figure 1

8.3

Maintain ECF User Account

As a registered user, you will be given access to maintain your own account information through Maintain Your ECF Account. Using this option, users can update their name, mailing and e-mail addresses, phone and fax numbers, and passwords. Users can then control the accuracy of their own information in a timely manner. The user account will need to be updated as changes occur, such as change of address, change of email provider, and when the need to change your password occurs.

Changing of password will need to occur if your feel the password security has been compromised or when an employee with access to your account, leaves your employ.

STEP 1 Click on the Utilities hyperlink on the blue bar. Click on the Maintain your ECF Account.

STEP 2Your user account information will be displayed (see figure 1). Any correction made to the user information on this page can affect all your cases (see submitting changes on next page).

Change Email

STEP 1 Click on the [Email Information] button to access your email information. Change your primary address in the Primary e-mail address.

STEP 2 Add additional email addresses

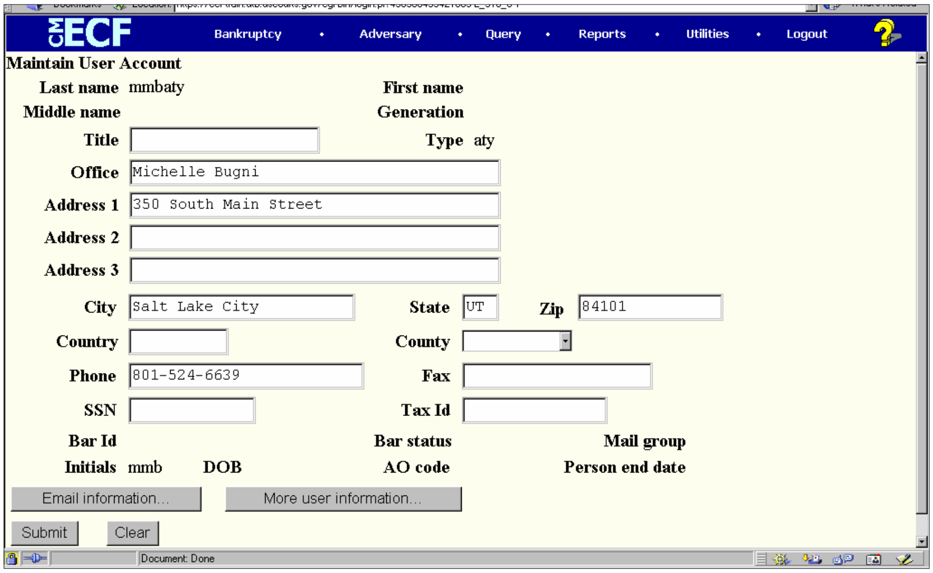
STEP 3 You can also receive notices for other cases that you are not involved in by adding case numbers to the text area labeled “Send notices in these additional cases”. Click the [Return to Account screen] when finished with email settings.

More User Information (change password)

STEP 1 Click on the [More user information] button to change your password. The only thing that can be changed on this screen in the password.

STEP 2 Highlight the current password in the text box.

STEP 3 Change the password. It is recommended that you use a combinations of letters and numbers/ symbols to create your password. This will make it harder for someone to randomly discover your password. Click the [Return to Account screen] when finished with changing your password.


CM ECF
Bankruptcy
Adversary
Query
Reports
Utilities
Logout
Email information...
More user information...
Submit
Clear
Document: Done

Maintain User Account

Last name mmbaty
First name
Middle name
Generation
Title
Type aty
Office Michelle Bugni
Address 1 350 South Main Street
Address 2
Address 3
City Salt Lake City
State UT
Zip 84101
Country
County
Phone 801-524-6639
Fax
SSN
Tax Id
Bar Id
Bar status
Mail group
Initials mmb
DOB
AO code
Person end date

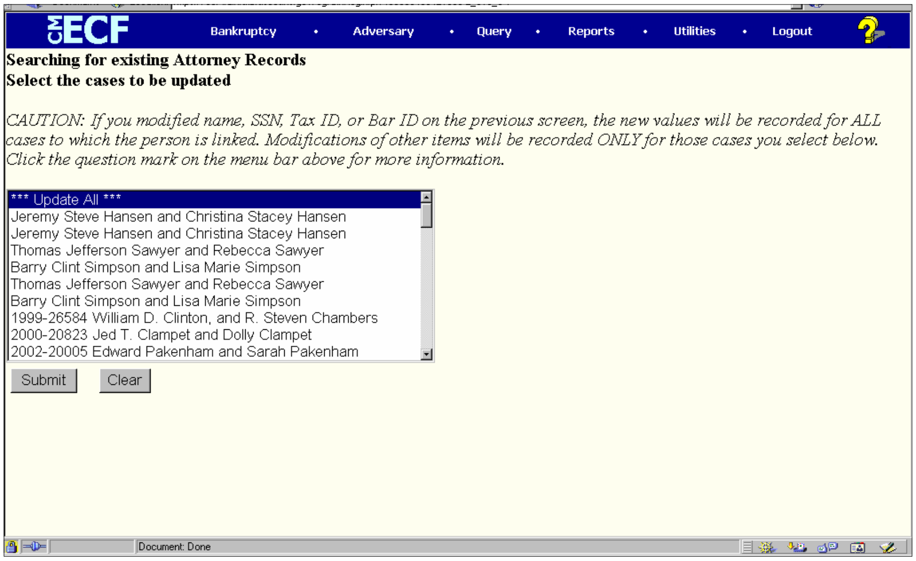
Figure 1

Submitting changes

STEP 3 Once you are finished with changing/managing your account information, click on the [Submit] button.

STEP 4 A screen will appear requesting that you select the cases to be updated (see figure 2). Leave the default Update All highlighted and click on Submit your changes.

A Change Confirmation screen will display informing you that your account and associated cases have been updated.


CM ECF
Bankruptcy
Adversary
Query
Reports
Utilities
Logout
Submit
Clear
Document: Done

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: If you modified name, SSN, Tax ID, or Bar ID on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications of other items will be recorded ONLY for those cases you select below. Click the question mark on the menu bar above for more information.

*** Update All ***
Jeremy Steve Hansen and Christina Stacey Hansen
Jeremy Steve Hansen and Christina Stacey Hansen
Thomas Jefferson Sawyer and Rebecca Sawyer
Barry Clint Simpson and Lisa Marie Simpson
Thomas Jefferson Sawyer and Rebecca Sawyer
Barry Clint Simpson and Lisa Marie Simpson
1999-26584 William D. Clinton, and R. Steven Chambers
2000-20823 Jed T. Clampet and Dolly Clampet
2002-20005 Edward Pakenham and Sarah Pakenham

Figure 2

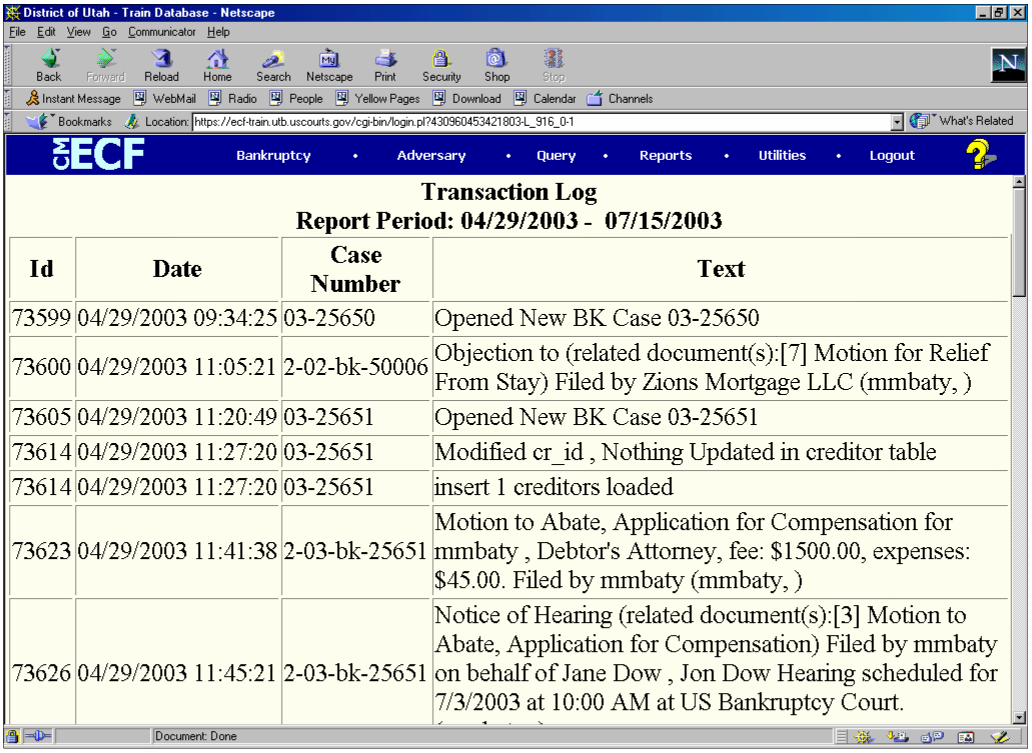
8.4

Transaction Log

The Transaction Log is a record of all transactions that have occurred on the account currently logged in.. If there are multiple accounts in your office, you would view them separately. This could be a useful tool for tracking activity within your office on a particular account or employee.

The transaction log is queried by date, allowing you to select the date range.

STEP 1	Click on the Utilities hyperlink on the blue bar. Click on the View your Transaction Log.
STEP 2	Enter start and end dates in MM/DD/YYYY format, or accept the default dates. Click the [Submit] button.
STEP 3	The Transaction Log is displayed (see figure 1). The log displays a transaction ID number, Dates of the transactions, case numbers of the cases the account has been involved in, and a brief text of actions performed.


District of Utah - Train Database - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Instant Message WebMail Radio People Yellow Pages Download Calendar Channels
Bookmarks Location: https://ecf-train.utb.uscourts.gov/cgi-bin/login.pl?430960453421803-L_916_0-1
What's Related
CM ECF
Bankruptcy • Adversary • Query • Reports • Utilities • Logout
Document: Done

Transaction Log

Report Period: 04/29/2003 - 07/15/2003

Id	Date	Case Number	Text
73599	04/29/2003 09:34:25	03-25650	Opened New BK Case 03-25650
73600	04/29/2003 11:05:21	2-02-bk-50006	Objection to (related document(s):[7] Motion for Relief From Stay) Filed by Zions Mortgage LLC (mmbaty,)
73605	04/29/2003 11:20:49	03-25651	Opened New BK Case 03-25651
73614	04/29/2003 11:27:20	03-25651	Modified cr_id , Nothing Updated in creditor table
73614	04/29/2003 11:27:20	03-25651	insert 1 creditors loaded
73623	04/29/2003 11:41:38	2-03-bk-25651	Motion to Abate, Application for Compensation for mmbaty , Debtor's Attorney, fee: $1500.00, expenses: $45.00. Filed by mmbaty (mmbaty,)
73626	04/29/2003 11:45:21	2-03-bk-25651	Notice of Hearing (related document(s):[3] Motion to Abate, Application for Compensation) Filed by mmbaty on behalf of Jane Dow , Jon Dow Hearing scheduled for 7/3/2003 at 10:00 AM at US Bankruptcy Court.

Figure 1

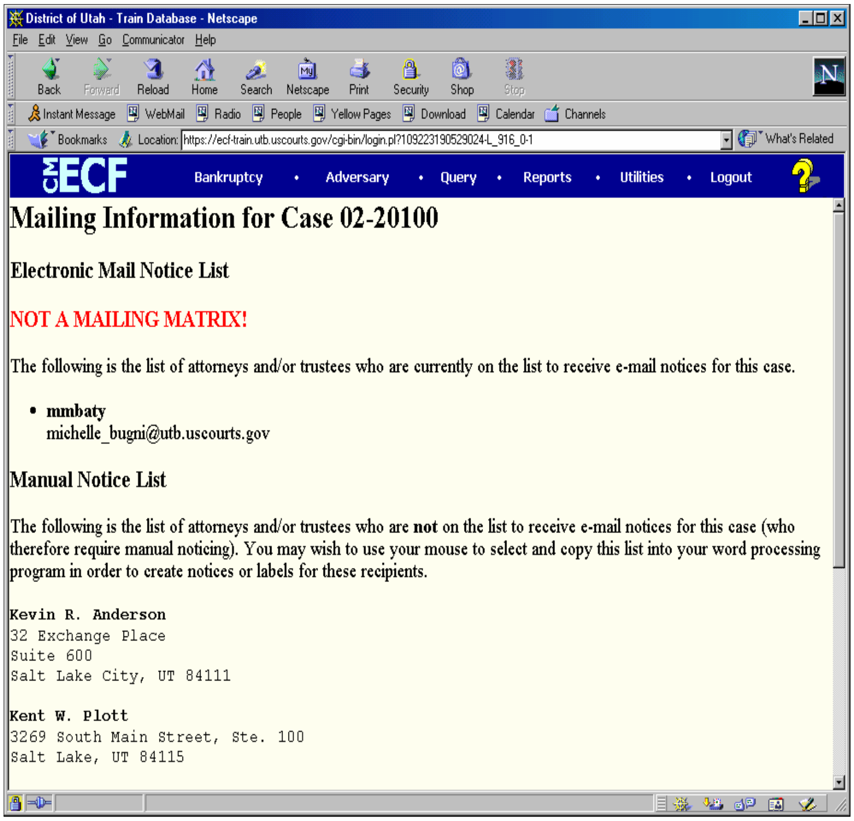
8.5

Recipient Mailing List

The **Mailings** option under the Utilities menu selection will provide a list of electronic and manual recipients for a case. This information can be used to create a certificate of service and allow the user to indicate the method in which service was provided to parties.

The notice to parties is created and converted to PDF before you actually file it electronically. By utilizing the Mailings option you can enter the case number and see what parties will require a manual notice and what parties will receive the electronic notification and include this information on the service list.

Shortcut: Copy (Ctrl c) and Paste (Ctrl v) directly from the list to the pleading you are preparing.
Type **(Received Electronically)** by the names listed to received electronic notification.


District of Utah - Train Database - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Instant Message WebMail Radio People Yellow Pages Download Calendar Channels
Bookmarks Location: https://ecf-train.utb.uscourts.gov/cgi-bin/login.pl?109223190529024-L_916_0-1
What's Related
CM ECF
Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Mailing Information for Case 02-20100

Electronic Mail Notice List

NOT A MAILING MATRIX!

The following is the list of attorneys and/or trustees who are currently on the list to receive e-mail notices for this case.

- **mmbaty**
  michelle_bugni@utb.uscourts.gov

Manual Notice List

The following is the list of attorneys and/or trustees who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

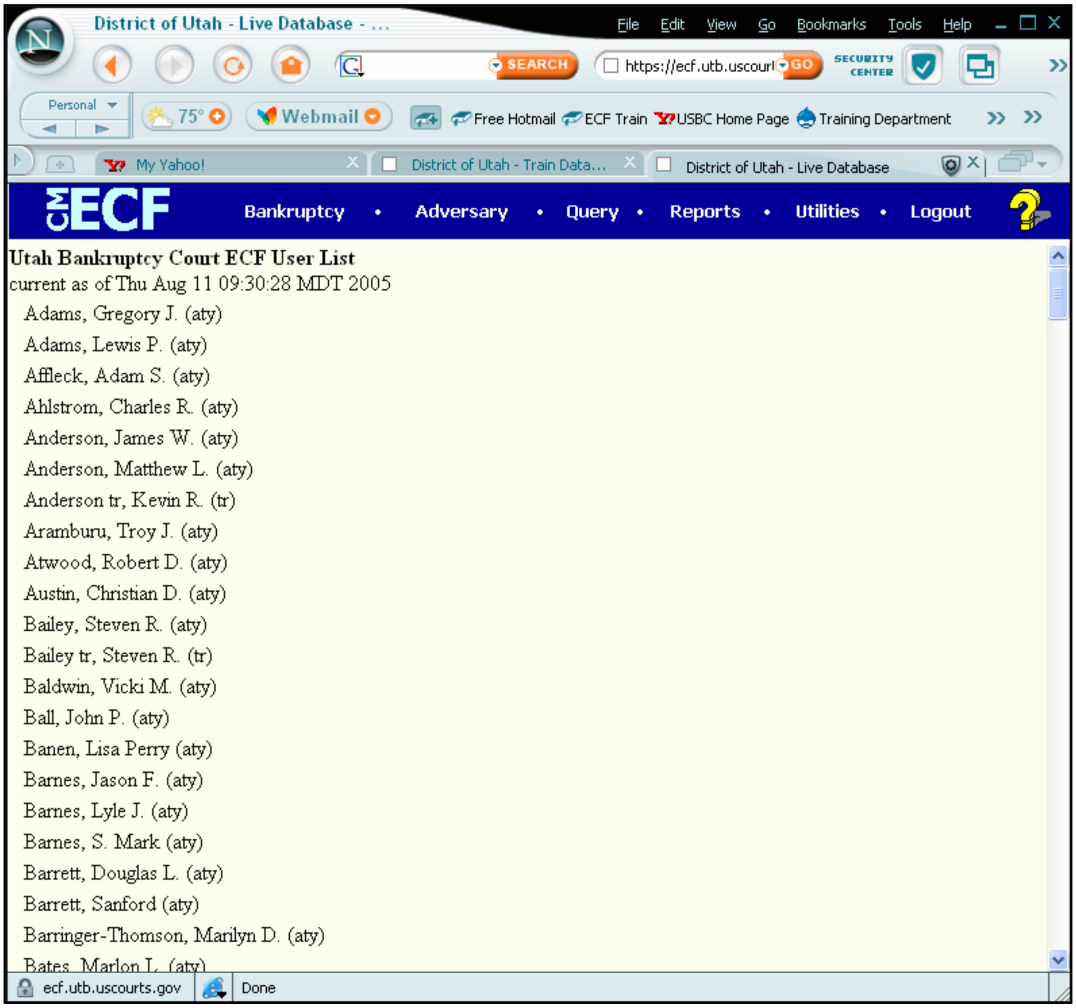
Kevin R. Anderson
32 Exchange Place
Suite 600
Salt Lake City, UT 84111

Kent W. Plott
3269 South Main Street, Ste. 100
Salt Lake, UT 84115

8.6

ECF Users Report

This simple report will display all registered ECF users within the system. This users are attorneys and trustees. The list is show alphabetically.


District of Utah - Live Database - ...
File
Edit
View
Go
Bookmarks
Tools
Help
SEARCH
https://ecf.utb.uscourt
GO
SECURITY CENTER
Personal
75°
Webmail
Free Hotmail
ECF Train
USBC Home Page
Training Department
My Yahoo!
District of Utah - Train Data...
District of Utah - Live Database
ECF
Bankruptcy
Adversary
Query
Reports
Utilities
Logout
ecf.utb.uscourts.gov
Done

Utah Bankruptcy Court ECF User List
current as of Thu Aug 11 09:30:28 MDT 2005

Adams, Gregory J. (aty)
Adams, Lewis P. (aty)
Affleck, Adam S. (aty)
Ahlstrom, Charles R. (aty)
Anderson, James W. (aty)
Anderson, Matthew L. (aty)
Anderson tr, Kevin R. (tr)
Aramburu, Troy J. (aty)
Atwood, Robert D. (aty)
Austin, Christian D. (aty)
Bailey, Steven R. (aty)
Bailey tr, Steven R. (tr)
Baldwin, Vicki M. (aty)
Ball, John P. (aty)
Banen, Lisa Perry (aty)
Barnes, Jason F. (aty)
Barnes, Lyle J. (aty)
Barnes, S. Mark (aty)
Barrett, Douglas L. (aty)
Barrett, Sanford (aty)
Barringer-Thomson, Marilyn D. (aty)
Bates, Marlon L. (aty)